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ONTARIO YOUTH OPPORTUNITIES



Our Investment
in Tomorrow





ONTARIO
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**Our Investment
in Tomorrow**

Career Action (OCCAP)

Career Action (OCAP)

On-the-Job Training in Marketable Skills

For many young people, the transition between school and work can be rough. After leaving school, they lack the practical experience needed to land permanent employment in their chosen fields. Employers, too, are often frustrated, letting jobs go unfilled because they can't afford the costs of training new workers.

Since the mid-1970s, Ontario Career Action Program (OCAP) has helped employers and young people bridge this gap. Operated by Ontario's colleges of applied arts and technology, the program offers up to 16 weeks of on-the-job training and work experience, with the government paying the full training allowance.

Career Action recognizes that involvement in a real job situation is an effective way to improve one's job skills, work habits and potential for productivity. It is an outstanding example of community co-operation to meet industry's training needs.

Career Action gets results. More than 70 per cent of OCAP "graduates" get jobs at the end of their training period or decide to invest in further training or education. They have gained marketable skills and work attitudes that will help them throughout their careers.

Through this program, thousands of young people are given the chance to reach the first rung on the career ladder. And industry is encouraged to build a competent and productive labour force.

Career Action has been expanded under Ontario Youth Opportunities – a three-year, \$450-million government commitment to increase youth training and employment. In 1984-85, Career Action will invest \$24 million to create over 15,000 training positions.

How the Program Works

Under Career Action, young people at least three months out of school train on the job with a participating employer. The length of the training period depends on the complexity of the training, but it can't exceed 16 weeks.

The college OCAP co-ordinator matches young people with suitable training opportunities, helps design their training plans, provides career counselling and vocational guidance, monitors the training and offers on-going advice and support.

The trainee receives a weekly allowance of \$100 paid by the Ontario government through the college.

Eligible Youths

To become Career Action trainees, young people must:

- be between the ages of 16 and 24;
- be eligible to work in Canada;
- be out of the educational system (including retraining programs) for at least three months (excluding evening and part-time classes);
- be unemployed or actively looking for their first full-time career-related job;
- have never held a full-time job related to their chosen line of work;
- have not previously participated in OCAP;
- be a resident of Ontario.



Eligible Employers

All Ontario businesses, industries, provincial government ministries, colleges, universities, crown corporations, and municipal and federal government agencies are eligible.

The employer must provide the trainee with valuable work experience and job training. There should be a good possibility of a job offer following the training period. If not, the employer must ensure that the skills acquired are marketable in the community, so that the youth will have good job prospects with other local employers.

The employer is expected to give the trainee a full-time schedule of employment training (usually 35 to 40 hours per week) and provide direct supervision. Regular employees must not be displaced in any way by the OCAP trainee.

Training Plan

The college co-ordinator screens the candidates first. Employers make the final selection since they are best qualified to assess the candidate's suitability for the job duties and the working environment.

The co-ordinator can help with training objectives when the employer prepares a plan outlining the tasks for the trainee. This training outline is geared towards developing the potential of each youth.

Performance appraisal is a major part of the learning experience. Every four weeks a performance appraisal is sent to the college. The employer and the trainee also meet to review the objectives set out in the training plan and discuss the trainee's progress.

Any changes in the training plan must be made in consultation with the college co-ordinator.

Turning Training into a Job

Colleges conduct workshop sessions in career selection and job-search techniques. Feedback from the employer can also set the youth on the right career path. By pointing out which skills are strong and which need more work, and by outlining the qualifications for various jobs, the employer helps the trainee make career decisions.

If the employer has not made a firm commitment to hire the trainee after the training period, the youth is encouraged to start an intensive job search. The employer should assist with advice, moral support and information on job prospects.

The Training Allowance

A \$100 weekly allowance is paid to the trainee directly by the college. Deductions are made for unemployment insurance, Canada pension and income tax. Trainees make their own arrangements for OHIP coverage, but most are eligible for premium assistance.

Further Information

For more information about Career Action, employers and young people should contact the OCAP co-ordinator at a participating college of applied arts and technology listed at the end of this brochure.

Or call the Youth Hotline

1-800-263-7777

toll-free from anywhere in Ontario



For more information
call the Youth Hotline

1-800-263-7777

Toll-free from anywhere in Ontario

Ontario Career Action Offices

Northern Ontario

Cambrian

Sudbury 705 566-8101

Canadore

North Bay 705 474-7600

Confederation

Thunder Bay 807 475-6445

Northern

South Porcupine 705 235-3211

Sault

Sault Ste. Marie 705 949-2050

Eastern Ontario

Algonquin

Ottawa 613 598-4555

Loyalist

Belleville 613 966-0205

St. Lawrence

Brockville 613 345-0011

Cornwall 613 938-6254

Kingston 613 544-5400

Sir Sandford Fleming

Peterborough 705 743-5620

Central Ontario

Centennial

Scarborough 416 752-4444

Durham

Oshawa 416 576-0210

George Brown

Toronto 416 967-1212

Georgian

Barrie 705 728-1951

Humber

Rexdale 416 675-5066

Mohawk

Hamilton 416 575-2178

Niagara

Niagara Falls 416 357-4422

Seneca

Willowdale 416 491-5050

Sheridan

Brampton 416 793-6815

Oakville 416 845-9430

Southwestern Ontario

Conestoga

Kitchener 519 743-0260

Fanshawe

London 519 452-4468

Lambton

Sarnia 519 542-7751

St. Clair

Windsor 519 972-2728

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Larry Grossman,
Treasurer and Chairman
of the Board of
Industrial Leadership
and Development

Ken Dryden,
Ontario Youth
Commissioner

Bette Stephenson,
Minister of Colleges
and Universities



A Guide to Programs and Services

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Ontario Youth Opportunities was launched in the spring of 1984 to help young people get training and experience that can lead to permanent employment. The focus of this three-year, \$450-million effort is on those young men and women who are having the hardest time finding and keeping a job.

The new strategy offers programs that will provide meaningful long-term opportunities for Ontario's youth to prepare for the future. It is not a temporary "make-work" scheme.

The enclosed brochures explain how young people, employers and community organizations can all take advantage of Ontario Youth Opportunities. They outline the kind of assistance that's available, how to know if you're eligible and how to apply.



ONTARIO YOUTH OPPORTUNITIES

Our Investment in Tomorrow

Employers, particularly those in the private sector, will find the following brochures especially useful:

- Youth Works
- Youth Tourism
- Youth Start
- Career Action (OCAP)

Young People and their counsellors should find the full series helpful, with the following items of special interest:

- Youth Employment Counselling Centres
- Youth Start
- Youth Enterprise
- Career Action (OCAP)
- Residential Centres


Community Organizations and Volunteer Groups are referred in particular to these brochures:

- Youth Employment Counselling Centres
- Residential Centres
- Ontario Youth Corps
- Youth Works
- Youth Trust

Further information about all programs is available from contacts listed in the brochures or by calling the Youth Hotline.

1-800-263-7777

toll-free from anywhere in Ontario.



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Ontario Youth Corps



Ontario Youth Corps

Wage Subsidies for Community Service

Thousands of Ontario young people are out of work today while useful tasks go undone in communities across the province. Ontario Youth Corps is the key that opens up timely opportunities for youth and provides worthwhile service for their fellow citizens.

The new program creates meaningful work for young men and women who are most in need of employment – who lack the education and experience to land a steady job. It gives them the sense of achievement and the work experience they need to help find employment. In some cases it offers special counselling and bonuses to help hard-to-hire youth build motivation and self-confidence.

Ontario Youth Corps enlists unemployed youths to serve their communities in many ways. Jobs range from clerical work for police forces to working on farm crews, to serving the elderly and the disabled. Local groups are able to hire these young people with wage subsidies and support funding provided by Youth Corps.

The program is part of Ontario Youth Opportunities – the three-year, \$450-million government commitment to increase youth training and employment. This year, Ontario Youth Corps has been allocated \$25 million to create more than 7,000 jobs for young people. And more jobs will be created over the rest of its three-year span.



How the Program Works

Ontario Youth Corps has two subsidy plans, each aimed at giving young people work experience through community service:

- **Ontario Youth Corps Through Municipalities** – Municipalities can hire directly or they can co-ordinate projects sponsored by non-profit groups in their communities. Here, community organizations that want to take on young people must apply through their local municipality.
- **Ontario Youth Corps Through Ontario Ministries** – Youth employment projects are run by the various provincial ministries and by related community groups. For example, the Ministry of Citizenship and Culture could co-ordinate Youth Corps projects run by local arts organizations.

The municipality or ministry administers the funding they receive for approved projects and passes the subsidy along to participating groups.

Eligible Employers

The program is open to municipal departments, boards and commissions, non-profit community groups, business improvement areas, provincial ministries and their related community groups.

Young people must be offered jobs that give them a chance to develop skills that could lead to long-term employment. All positions must be newly-created and must not result in a reduction of work done by regular staff.

Eligible Youths

Youths must be:

- aged 15 to 24, inclusive;
- out of school and out of work for at least 12 weeks;
- eligible to work in Canada; and
- not closely related (spouse, offspring, brother or sister) to the employer or any director or officer of the employer.

In addition:

- Ontario Youth Corps is chiefly for young people facing special difficulties finding employment – for example, low levels of education (Grade 11 or less), little or no work experience, or problems with the law. Ontario Youth Corps provides these young people with a \$4-per-hour subsidy which may **not** be supplemented by the employer.
- Ontario Youth Corps through provincial ministries funds some projects that hire unemployed young people with higher levels of education. They receive a \$2.50-per-hour subsidy which must be supplemented by the employer to the \$4 minimum wage.
- All employees are selected and hired by the organization sponsoring the project.

Duration of Employment

Subsidies can run for up to 26 weeks, but the minimum period for the \$4-per-hour subsidy is 12 weeks; for the \$2.50-per-hour subsidy, it is 20 weeks.

Special Features: Ontario Youth Corps Through Municipalities

Project Supervisors – A special \$2.50-per-hour subsidy is available to help municipalities hire young people as supervisors for Ontario Youth Corps projects. The subsidy must be supplemented to at least the \$4 minimum wage but municipalities may pay more.

Ontario Youth Corps also pays an allowance of 30 per cent of wages to cover administrative costs. Employers can allocate this as they wish.

Counselling – Disadvantaged young people may need life-skills training and pre-employment counselling to help them cope in the workplace. Extra funding is available for community projects to provide this support.

Incentives – To encourage youths to stay on the job, a bonus is available to young men and women who complete the agreed term of employment. The bonus is pro-rated based on the duration of the job, ranging from \$230 for 12 weeks to \$500 for 26 weeks.

Young employees also have a chance to be promoted to the better-paying supervisory positions – a further incentive to stay with the program.

How to Apply

Community Groups – Groups can apply to their municipality which will combine all local projects into a single proposal for the Ministry of Municipal Affairs and Housing. Any project providing work experience and training will be considered. A separate request should be filed if extra funding is needed for pre-employment and life-skills counselling.

Community groups looking at future projects can apply to have funds set aside for review when their plans are ready.

Municipal submissions are processed on a first-come, first-served basis and are normally approved within a week of arrival at the ministry.

Municipalities will be paid 50 per cent of the project costs on approval, and may apply for a further advance payment of 25 per cent when all projects are half completed. Final payments are forwarded when all projects in the proposal are finished.

Young People – Those interested in participating in an Ontario Youth Corps project should contact the treasurer's office of their municipality. For information on local projects they can also call the Youth Hotline **1-800-263-7777** toll-free from anywhere in Ontario.

Special Features: Ontario Youth Corps Through Provincial Ministries

Target Groups – Many Ontario Youth Corps projects co-ordinated by provincial ministries are designed especially for:

- disabled young people;
- native youth living on and off reserves;
- youth in areas of high unemployment such as northern and eastern Ontario.

How to Apply

Community Groups – Local agencies can apply directly to their appropriate ministries. For example, a cultural group should contact the Ministry of Citizenship and Culture, and a day care centre the Ministry of Community and Social Services.

Young People – All Ontario Youth Corps jobs offered by Ontario government ministries are described in "The Job Book," published twice a year in March and September.

This guidebook tells young people how and where to apply for each position.

Copies are available at:

- Youth Employment Counselling Centres
- YM/YWCAs
- Community Information Centres
- Canada Employment Centres
- Ministry of Northern Affairs offices
- Native Friendship Centres
- Agencies serving disabled youth (Epilepsy Association, CNIB, Goodwill Services)

Further Information

For more information about Ontario Youth Corps, write or phone:

For Municipal Programs:

Ontario Youth Corps
777 Bay Street, 12th Floor
Toronto, Ontario
M5G 2E5

Call:

416 585-7399

in the Toronto area

1-800-387-1290 toll-free outside
Toronto

For Ontario Ministry Programs:

Ontario Youth Corps
700 Bay Street, 2nd Floor
Toronto, Ontario
M5G 1Z6

Call:

416 963-2255

For more information, please call:

1-800-362-7777

1-800-362-7777

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Larry Grossman,
Treasurer and Chairman
of the Board of
Industrial Leadership
and Development

Ken Dryden,
Ontario Youth
Commissioner

Claude Bennett,
Minister of Municipal
Affairs and Housing

Gordon Dean,
Provincial Secretary for
Social Development



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Residential Centres



Residential Centres

A Home Base for Disadvantaged Youth in Training

Young people missing a stable home life tend to have the hardest time finding and keeping a job. The insecurity of their personal lives aggravates their employment problems.

Ontario's Residential Centres offer hard-to-employ youths a place to live while they upgrade their education and learn job skills. They also offer counselling, guidance and life-skills training to help young men and women make the transition to the workforce and personal independence.

For their part, centre residents are expected to make a commitment to an educational and training program geared to their individual interests and abilities.

When residents finish the program, they are eligible for a special one-time payment to help them with the next step – setting up their own living quarters in the community.

Residential Centres are usually community-sponsored, with the Ontario government providing financial assistance for capital and operating costs. The young people contribute toward the cost of room and meals.

This program is a practical response to the needs of youths who have left their families or other group settings, but haven't found stable living conditions and are having problems coping. When their stay at the centre is over, they should have enough self-confidence to find the job they want.

Residential Centres is a program under Ontario Youth Opportunities – the three-year, \$450-million government commitment to increase youth training and employment. The centres have been allocated \$7.2 million over three years to help nearly 1,000 disadvantaged young people.

How the Program Works

The Residential Centres program has two parts:

- **Accommodation and life-skills training** – the responsibility of the Ministry of Community and Social Services;
- **Educational and vocational training** – the responsibility of the Ministry of Colleges and Universities.

Eligible Youths

Centres help young people:

- between the ages of 15 and 19;
- with less than Grade 12 education;
- unemployed and out of work for at least six months of the previous 12 months – not necessarily consecutively;
- homeless, lacking adequate adult support, or living in an unacceptable home environment;
- who can't hold down a job because they lack life skills or interpersonal skills;
- in danger of becoming long-term dependents on public assistance.



Vocational Training

In most cases, the educational and vocational part of the program is handled through Youth Start – another Ontario government youth program described elsewhere in this brochure series.

Youth Start covers individual assessment and basic academic upgrading, vocational skills training and on-the-job experience.

Applicants for this program who need a stable living environment are referred to their local centre. In turn, young people applying to a Residential Centre can be referred to their local Youth Start for training.

Residents can also take part in other authorized training programs.

Residential Facilities

A Residential Centre can be sponsored by a church, business, municipality, volunteer or government agency. Community sponsors are expected to offer residential facilities, supervision and life-skills training to participants.

The Ministry of Community and Social Services provides funding to help renovate and furnish centres and to cover program operating costs.

Physical layouts of the centres vary from community to community, but each must have a core residence accommodating four to 12 young people. Most also include satellite apartments or boarding-out arrangements with regular supervision by program staff.

To help the transition to living on their own, the young people contribute to the costs of running the residence. Those enrolled in Youth Start pay approximately \$60 a week for room and meals from their weekly training allowance of \$100. Similar arrangements are made for trainees in other programs. Residents also share in shopping, cooking, cleaning and other housekeeping.

Participation in an approved training program is a requirement for living in a Residential Centre. Length of stay depends on the duration of the program. The maximum stay is 42 weeks.

Counselling Services

Each Residential Centre has a responsible adult living in the main residence plus program staff who provide life-skills counselling and training. Staff are available to supervise young people who live on or off the main site.

Residents are counselled in:

- **Life Skills** – Money management, personal grooming, use of leisure time, and good employment habits;
- **Personal Health Care** – Attention to medical and dental needs, exercise and good life-style and nutrition habits;
- **Interpersonal and social skills** – Getting along with others on and off the job.

A Residential Centre counsellor helps each young person design a personal plan that will help make the most of the program. The counsellor works closely with the youth's training-program counsellor to take advantage of all services.

Special Allowance

The centres provide financial help to set residents up in independent living quarters when they have finished training or begin a full-time job. A young person may receive a one-time payment of up to \$350 from the centre's budget to cover such expenses as first and last months' rent and basic supplies.

Further Information

Organizations interested in setting up Residential Centres should contact the local area manager of the Ministry of Community and Social Services for details on how to apply. For a list of MCSS offices, see the end of this brochure.

Young people interested in joining a Residential Centre can also check this list for the MCSS office in their area. Or for province-wide information on where and how to apply, call the Youth Hotline

1-800-263-7777

toll-free from anywhere in Ontario.

For more information
call the Youth Hotline

1-800-263-7777

Toll-free from anywhere in Ontario

Area Offices

Ministry of Community and Social Services

Northern Ontario

North Central Area Office
111 Larch Street, 8th Floor
Sudbury, Ontario P3E 4T5
Telephone: 705 675-4541

Northeast Area Office
222 McIntyre St. W., Suite 406
North Bay, Ontario P1B 2Y8
Telephone: 705 474-4452

Northwest Area Office
710 Victoria Ave., 3rd Floor
Thunder Bay, Ontario P7C 5P7
Telephone: 807 474-1345

Eastern Ontario

Peterborough Area Office
60 Hunter Street East
Peterborough, Ontario K9H 1G5
Telephone: 705 742-9242

Kingston Area Office
1025 Princess Street, Suite 305
Kingston, Ontario K7L 5T3
Telephone: 613 547-3431

Ottawa Area Office
10 Rideau Street
Ottawa, Ontario K1N 9J1
Telephone: 613 234-1188

Central Ontario

Toronto Area Office
2195 Yonge Street
Toronto, Ontario M4R 2C9
Telephone: 416 965-1433

Barrie Area Office
70 Collier Street, P.O. Box 910
Barrie, Ontario L4M 4Z2
Telephone: 705 737-1311

Mississauga Area Office
90 Dundas Street West
Mississauga, Ontario L5B 1H4
Telephone: 416 276-7670

Southwestern Ontario

London Area Office
495 Richmond Street, 6th Floor
London, Ontario N6A 5A9
Telephone: 519 438-5111

Hamilton Area Office
119 King St. W., 6th Floor
Hamilton, Ontario L8N 3Z9
Telephone: 416 521-7280

Waterloo Area Office
75 King Street S., 5th Floor
Waterloo, Ontario N2J 1P2
Telephone: 519 886-4700

Windsor Area Office
250 Windsor Street
Windsor, Ontario N9A 6V9
Telephone: 519 254-1651

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Larry Grossman,
Treasurer and Chairman
of the Board of
Industrial Leadership
and Development

Ken Dryden,
Ontario Youth
Commissioner

Frank Drea,
Minister of Community
and Social Services





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Youth Employment Counselling Centres

Youth Employment Counselling Centres

Advisory and Placement Services are Expanded

In today's job market, the going can be tough – even for highly qualified workers. For young people with little education, less experience and few job prospects, it's far more difficult.

Hard-to-employ youths often don't know where to begin. They need special help to find their way in the world of work.

The Ontario government and community groups across the province co-operate to provide this help through a network of Youth Employment Counselling Centres. Launched in 1981, the centres have already assisted 50,000 young people.

The 1984 provincial budget announced that this network of centres would be expanded from 33 to 100. Fifty of the new services will be located in small communities.

Youth Employment Counselling Centres are community projects sponsored by local non-profit agencies. The province assists in their development and shares the costs of running them.

Today, these centres have succeeded in helping almost 70 per cent of their clients get a job or return to school – a solid record in a difficult economic climate.

Youth Employment Counselling Centres are part of Ontario Youth Opportunities – a three-year, \$450-million government commitment to increase youth training and employment. The counselling program is administered by the Secretariat for Social Development through the Ontario Youth Secretariat.

Client Group

Youth Employment Counselling Centres serve disadvantaged, unemployed young people between the ages of 15 and 24. Clients must be out of school, looking for a permanent job and facing some of these barriers to employment:

- limited education;
- lack of work experience or formal training;
- lack of job-search techniques and employer contacts;
- shortage of money to look for a job;
- history of drug or alcohol abuse;
- motivational problems, poor self-image or unrealistic work attitudes;
- conflict with the law.

Service to Youths

The centres provide intensive counselling to help young people assess their talents and select a career path. Pre-employment training sessions prepare them for the realities of the work place and teach them job-search techniques.



For more information
call the Youth Hotline

1-800-263-7777

Toll-free from anywhere in Ontario

Youth Employment Counselling Centres

Northern Ontario

Tri-Municipal Youth Employment
Services

100 Main Street South, Third Floor
Kenora, Ontario P9N 1S9
Telephone: 807 468-5926

Nipissing District Youth Employment
Service

149 Main Street East, Suite 201
North Bay, Ontario P1B 2T6
Telephone: 705 476-3234

Parry Sound Youth Employment Service
23 James Street, Suite 201
Parry Sound, Ontario P2A 1T4
Telephone: 705 746-9341

Youth Employment Service
195 Cumberland North
Thunder Bay, Ontario P7A 4N2
Telephone: 807 345-9022

“Y” Youth Employment Services
Sponsored by:
YMCA of Sault Ste. Marie
235 McNabb Street
Sault Ste. Marie, Ontario P6B 1Y3
Telephone: 705 949-3133

Services à La Jeunesse de Hearst, Inc.
C.P. 2428
Hearst, Ontario P0L 1N0
Telephone: 705 362-5284

Eastern Ontario

Brockville and Area
Youth Employment Counselling Centre
32 Wall Street
Brockville, Ontario K6V 5V8
Telephone: 613 345-3792

Action-Consultation-Emploi (A.C.E.)
103 Main Street East
Hawkesbury, Ontario K6A 1A1
Telephone: 613 632-0179

Kingston Youth Employment Service
162 Wellington Street
Kingston, Ontario K7L 3E2
Telephone: 613 546-5559

Youth Employment Services – Nepean
1478 Merivale Road
Nepean, Ontario K2P 0E1
Telephone: 613 727-5400

Youth Employment Assistance Program
386 Bank Street
Ottawa, Ontario K2P 1Y4
Telephone: 613 230-7887

Central Ontario

Brampton Youth Employment Centre
10 Queen Street East
Brampton, Ontario L6V 1A2
Telephone: 416 459-2205

Brantford and Brant County
Youth Employment Counselling Centre
115 Colborne Street
Brantford, Ontario N3T 5M3
Telephone: 519 753-8481; 753-3171

Youth Employment Service –
Waterloo Region
120 Main Street, Unit 3
Cambridge, Ontario N1R 1V7
Telephone: 519 653-4778

Second Chance Youth Employment
Centre
177 Norfolk Street
Guelph, Ontario N1H 3X0
Telephone: 519 823-2440

Hamilton Youth Employment Centre
33 Bold Street
Hamilton, Ontario L8D 1T3
Telephone: 416 522-4902

Lutherwood Youth Employment
Counselling
682 King Street West
Kitchener, Ontario N2C 1E2
Telephone: 519 743-2460

Mississauga Area Youth
Employment Services
93 Dundas Street East
Mississauga, Ontario L5A 1W7
Telephone: 416 276-9322

Niagara Falls Youth Employment
Counselling Centre
5166 Victoria Avenue
Niagara Falls, Ontario L2E 4E3
Telephone: 416 357-4422

John Howard Society
Youth and Community Employment
Program
94 Bruce Street, P.O. Box 951
Oshawa, Ontario L1H 7N1
Telephone: 416 579-8482

E.P.Y.C. Centre
610 Parkhill Road West
Peterborough, Ontario K9J 6N6
Telephone: 705 748-9110

Durham Region Youth Employment
Services
1400 Bayly Street, Suite 16B
Pickering, Ontario L1V 1G7
Telephone: 416 427-7670; 427-7894

York Region Youth Employment Service
83 Dunlop Street
Richmond Hill, Ontario L4C 2M6
Telephone: 416 773-6589

St. Catharines Youth and
Community Employment Program
127 Church Street
St. Catharines, Ontario L2R 3E2
Telephone: 416 682-2657

Metro Toronto

North York Youth Employment
Services
10 Turf Grassway, Unit 106
Downsview, Ontario M3N 2X6
Telephone: 416 746-3992

Etobicoke Youth Employment Services
1111 Albion Road, Suite 204
Rexdale, Ontario M9V 1A9
Telephone: 416 741-4611

Scarborough Area Youth Employment
Services
3150 Eglinton Avenue East
Scarborough, Ontario M1J 2H2
Telephone: 416 264-3208

Parachute Youth Employment Centre
44 Blevins Place
Toronto, Ontario M5A 3M6
Telephone: 416 363-1689

St. Stephen's Youth Employment
Program
799B College Street
Toronto, Ontario M6G 1C7
Telephone: 416 531-4631

COSTI-IIAS' C.Y.C.L.E.
1692 Eglinton Avenue West
Toronto, Ontario M6E 2H5
Telephone: 416 782-1155

Metro Toronto John Howard Society
Youth and Community Employment
Program
168 Isabella Street
Toronto, Ontario M4Y 1P5
Telephone: 416 925-4386

Youth Employment Services
27 Maud Street
Toronto, Ontario M5V 2M6
Telephone: 416 366-2516

**C.A.W.L. Youth Employment Counselling
Centre**
Sponsored by:
The Centre for Advancement in Work
and Living (C.A.W.L.)
45 Chauncey Avenue
Toronto, Ontario M8Z 2Z2
Telephone: 416 231-2295

COSTI-IIAS' C.Y.C.L.E./Steeles
Sponsored by:
COSTI-IIAS Immigrant Services
76 Orfus Road
Toronto, Ontario M6A 1L9
Telephone: 416 789-7925

L.E.F. Centre for Unemployed Youth
Sponsored by:
Learning Enrichment Foundation
(L.E.F.)
1100 Briar Hill Avenue
Toronto, Ontario M6B 1M7
Telephone: 416 783-3610

**WoodGreen Employment Counselling
Centre**
835 Queen Street East
Toronto, Ontario M4M 1H9
Telephone: 416 469-5211

Peanut Employment Program for Youth
3002A Don Mills Road East
Willowdale, Ontario M2J 3C1
Telephone: 416 491-7000

Southwestern Ontario
Chatham-Kent
Youth Employment Counselling Centre
48 Fifth Street, Suite 310
Chatham, Ontario N7M 4V8
Telephone: 519 351-2590

Youth Opportunities Unlimited
388 Dundas Street
London, Ontario N6B 1V7
Telephone: 519 433-0240

Grey-Bruce Youth Employment Service
1051-2nd Avenue East
Owen Sound, Ontario N4K 2H8
Telephone: 519 371-9222

**Tillsonburg & District Multi-Service
Centre**
185 Rolph Street
Tillsonburg, Ontario N4G 3Y9
Telephone: 519 842-3104

Youth Employment Counselling Centre
1291 Ouellette Avenue
Windsor, Ontario N8X 1J3
Telephone: 519 972-2724

Oxford Youth Employment Service
524 Dundas Street, 2nd Floor
Woodstock, Ontario N4S 1C5
Telephone: 519 539-5655

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Larry Grossman,
Treasurer and Chairman
of the Board of
Industrial Leadership
and Development

Ken Dryden,
Ontario Youth
Commissioner

Gordon Dean,
Provincial Secretary
for Social Development





ONTARIO
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**Our Investment
in Tomorrow**

Youth Enterprise

Youth Enterprise

Seed Money for New Businesses

In times of rapid economic change, opportunities abound for people to create their own jobs and make their own work. Young men and women often have the vision and energy to generate new business ideas – but lack the money and the know-how to implement them.

Youth Enterprise offers young risk-takers the advice and financial backing they need to get new businesses off the ground. This Ontario government program brings together the expertise and resources of bankers, business groups and government to develop entrepreneurial talent for tomorrow.

New businesses not only create jobs for their owners but also for their employees. And small business is the leading job producer in Canada.

Already, more than half of new businesses in Ontario are started by people under the age of 30. So an investment in Youth Enterprise both promotes young careers and helps create economic prosperity for Ontario.

The program supplies the venture capital. The young entrepreneur supplies the hard work, imagination and commitment. It's a winning combination.

Youth Enterprise is an initiative under Ontario Youth Opportunities – a three-year, \$450-million government commitment to increase youth training and employment.



How the Program Works

Youth Enterprise is operated locally through the Royal Bank of Canada and the Ontario Chamber of Commerce. They promote the program, advise young entrepreneurs, review and assess loan applications, make recommendations for loan approvals and monitor approved businesses.

Under Youth Enterprise, the capital flows in two streams:

1. **Youth Venture Capital** which offers interest-free loans of up to \$5,000 to help young people out of school start a year-round business, and
2. **Student Venture Capital** which offers interest-free loans of up to \$2,000 to help students – who will be returning to school – launch a summer business.

Youth Venture Capital

Eligible Youths – To apply for an interest-free loan to start a year-round business, a young person must be either:

- aged 18 to 24 and not attending school full time; or
- aged 25 to 29 and a graduate within the past year from post-secondary studies.

To ensure that the applicant has a real stake in the business, a personal financial commitment equal to at least 20 per cent of the loan amount is required. This investment can take the form of cash, a vehicle, equipment, garage space or other assets. For example, a \$5,000 loan would require a personal contribution of \$1,000.

Applicants must be eligible to work in Canada. If the business operates as a partnership, all partners must meet the above criteria to qualify for a loan.

Eligible Businesses – Almost any type of business can qualify if it has the potential to earn long-term profits. The possibilities range from a popcorn stand on a street corner, to a fishing camp for tourists, to a jewellery shop in a shopping mall, to an import-export business.

The venture must be established in Ontario and must begin operations within four weeks of receiving the loan.

The operation must meet the generally accepted definition of an independent business. Product distributors, for instance, don't qualify.

How to Apply – Young entrepreneurs can get an application kit by calling 1-800-263-7777 toll-free. The kit includes a loan application and materials to help first-time entrepreneurs prepare a business plan.

The completed application should be taken to the nearest participating branch of the Royal Bank. A bank officer reviews the applicant's business plan and makes a recommendation to the Ontario government whether to approve the loan and for what amount. If it's approved, the bank issues a Youth Venture Capital loan.

Over the next two years, loans totalling \$10 million are expected to be made to start 2,500 new businesses.

Financing Terms – The maximum loan per venture is \$5,000. The Ontario government guarantees the loan for two years and pays interest on behalf of the borrower for one year. After that, participants are responsible for interest payments and repayment of outstanding principal.

While no collateral is required, the borrower is accountable to the bank for the full amount of the loan. Participants must submit quarterly reports on the business to the bank. Failure to do this – or a poor review by the bank – could result in recall of the loan.

A partnership or corporation may apply for only one loan, to the \$5,000 maximum.

Participants are free to expand their capital base by seeking additional financing from other sources.

Planning and Advice – A sound business plan is vital if the venture is to survive early growing pains. The application kit shows the young entrepreneur how to develop a business plan, including cash flow forecasts.

Further guidance is available from Royal Bank branches. The Ministry of Industry and Trade also helps by organizing seminars and providing business advice.

These organizations, along with participating local Chambers of Commerce and Boards of Trade, offer further consultation once the business venture is under way.

Student Venture Capital

Eligible Youths – To apply for an interest-free loan to start a summer business, students must be:

- Returning to a high school, college or university as full-time students in the fall;
- 15 years of age or over (those under 18 must provide a guarantor acceptable to the Royal Bank);
- eligible to work in Canada.

Eligible Businesses – Almost any kind of business may qualify provided it allows the owner to make a profit over the summer. Examples include painting houses, making furniture, cutting lawns, raising livestock, operating a fast-food stand, and marketing computer software.

The venture must be established in Ontario and most of the business activity must be carried out between April and October.

How To Apply – Application forms and guidelines are available at:

- high school guidance offices
- college or university student placement centres

- local participating Chambers of Commerce and Boards of Trade
- Royal Bank branches
- Canada Employment Centres for Students
- local offices of Members of Provincial Parliament
- or call 1-800-263-7777 toll-free

Completed applications should be taken to the local Chamber of Commerce or Board of Trade. Applicants are interviewed and a recommendation made to the Ontario government whether the loan should be approved. Depending on the availability of funds, applications will be accepted from early April to mid-June.

The local chamber or board not only reviews the loan application, it offers business advice and consultation once the venture is operating.

Financing Terms – Loans are advanced by the Royal Bank and the Ontario government guarantees the loan and pays the interest.

The maximum summer loan is \$2,000 and all funds borrowed must be repaid in the fall.

The maximum loan for a partnership running a single business is also \$2,000.

Participating students may apply again the next summer even if they are operating the same business, provided past loans have been repaid on time.

Further Information

Call the Youth Hotline
1-800-263-7777
toll-free from anywhere in Ontario.

The Government of Ontario
and the Province of Ontario
1-800-263-7777
Toll-free in Ontario 1-800-387-7777

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ONTARIO
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**Our Investment
in Tomorrow**

Youth Start



Ontario Youth Start

Basic Training for the Hard-to-Employ

While getting an education is usually the best way to get ahead, some youths simply can't cope with school. They drop out, disillusioned and discouraged, many headed for dead-end jobs or welfare.

Youth Start is an innovative program designed to break this downward slide and open up fresh opportunities. Operated by Ontario's colleges of applied arts and technology, Youth Start attacks the barriers faced by hard-to-employ youth.

The ten-month program combines intensive counselling, skills training and work experience to meet the individual needs of each young person. To work, it needs industry's willingness to open training opportunities to youths who may never have had a chance before.

The full training allowance is paid by the government, so the employer's costs are minimized. By the end of this program, chances are the employee will have gained the confidence and experience needed to go out and find a job.

Youth Start is one in a series of programs under Ontario Youth Opportunities – a three-year, \$450-million government commitment to increase youth training and employment. In 1984-85 alone, \$13 million has been allocated to help 1,500 young people make a fresh start.



Youth Start Centres

Pivotal to the program are 35 Youth Start Centres established by colleges of applied arts and technology around the province. A list of the centres appears at the end of this brochure.

The Youth Start Centres are located on accessible off-campus sites such as converted stores, offices or workshops.

The goal here is to create an environment different from the regular classroom setting. The program strives for a relaxed, friendly atmosphere where staff can work closely with young people as individuals with unique needs and potential.

How the Program Works

Youth Start is a long-term, concentrated program with three phases:

- **First**, intensive employment counselling plus upgrading of basic social, academic and job skills;
- **Second**, on-the-job training in business or industry;
- **Third**, follow-up counselling for a brief time after the training period.

The first and third phases combined last up to 26 weeks; the on-the-job phase lasts up to 16 weeks. Young people receive a weekly allowance of \$100 from the Ontario government.

Eligible Youths

Youth Start is open to young people:

- between 15 and 24 years of age;
- with less than Grade 12 education;
- out of school at least six months;
- unemployed for at least six months of the previous 12;
- who haven't completed or been enrolled in another academic or skills upgrading program, or haven't completed an Ontario Career Action (OCAP) placement.

The guidelines are flexible and young people with a troubled history may be accepted if the centre manager agrees. Referrals are welcomed from various sources including Youth Employment Counselling Centres, Residential Centres, municipal welfare offices, colleges, schools and social service agencies.

Counselling and Upgrading

The first phase of the program provides counselling and skills upgrading as a preparation for employment.

Assessment – The counsellor assesses the youth's needs, attitudes, interests, academic status and skills to help set realistic employment goals. Sometimes aptitude and interest tests are used but, generally, assessment is based on discussions between the youth and the counsellor.

Basic Instruction – Once the counsellor gets to know the young person, an individual training plan is designed to make the most of the youth's abilities. The program covers basic upgrading in reading, writing and mathematics for those with academic skills not strong enough for the kind of jobs they want.

There is also instruction in the life skills needed to find and keep a job – such as good work habits, how to get along with others on the job, decision-making and problem-solving skills.

Practical Experience – Next, young people gain experience in a real or simulated workplace. This may be in a factory, office, service station, retail store, restaurant or other business. Or it may be in a college training area offering such skilled occupations as carpentry, electrical trades, machining or office administration. Periods in the classroom may alternate with periods at work.

The counsellor continues to meet regularly with the youth to discuss progress, solve problems and offer encouragement.

By the end of the upgrading phase, candidates understand what employers expect. They are familiar with tools, equipment and the work environment. They have learned safety requirements. And they are competent in the basic skills needed for their chosen field.

On-the-Job Training

The first phase of Youth Start makes young people ready for work. In the second phase employers are called upon to provide on-the-job training opportunities so young people can test and develop their skills in the real world.

By the time they are placed, trainees are strongly motivated and anxious to succeed. And the counsellors know exactly where each young person can make the greatest contribution to a business.

To participate, an employer simply contacts the Youth Start Centre and describes the job opening. A training plan is then outlined, and the centre matches the employer with a trainee. This ensures that the youth's abilities fit the requirements of the position.

The employer signs an agreement to provide the specified training and then files monthly progress reports. The counsellor keeps in touch with both employee and employer to monitor the youth's performance.

Youth Start builds on the success of Ontario Career Action (OCAP), a program operated by the colleges in co-operation with business for many years. The new program taps the smooth working relationships that have evolved between colleges and employers.

By the end of the training period, the temporary job may well have become permanent. But even if it doesn't, the young person will have acquired the personal and occupational skills needed to survive and advance in the job market.

Follow-up Counselling

The program concludes with a short counselling period following the completion of training to provide any further support needed. If the employer is unable to offer a permanent position, the counsellor will help the youth find other work or arrange for more advanced training or instruction.

Allowances

While participating in the program, youths get an allowance of \$100 a week paid by the government through the college of applied arts and technology.

The government also takes care of unemployment insurance, Canada Pension and workers' compensation, and makes income tax deductions. The trainee is still responsible for OHIP, but most trainees are eligible for premium assistance.

Further Information

For further information on this program, contact the nearest Youth Start Centre listed at the end of this brochure.

Or call the Youth Hotline

1-800-263-7777

toll-free from anywhere in Ontario

For more information
call the Youth Hotline

1-800-263-7777

Toll free from anywhere in Ontario

Youth Start Centres

Northern Ontario

Cambrian – Sudbury

Canadore – North Bay

Confederation – Thunder Bay

*Northern – Timmins, Kapuskasing,
Kirkland Lake*

*Sault – Sault Ste. Marie, Elliot Lake,
Wawa*

Eastern Ontario

Algonquin – Nepean

Loyalist – Belleville, Bancroft

*St. Lawrence – Brockville, Kingston,
Cornwall*

*Sir Sandford Fleming – Peterborough,
Lindsay, Cobourg*

Central Ontario

Centennial – Scarborough

Durham – Oshawa

George Brown – Toronto

Georgian – Barrie, Owen Sound

Humber – Rexdale

Mohawk – Hamilton, Brantford

Niagara – Welland, Fort Erie

Seneca – Willowdale

Sheridan – Brampton

Southwestern Ontario

Conestoga – Kitchener

Fanshawe – London

Lambton – Sarnia

St. Clair – Windsor, Chatham

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ONTARIO
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**Our Investment
in Tomorrow**

Youth Trust

Youth Trust

Community Action to Fight Youth Unemployment

Local solutions to local problems, that's the thinking behind Youth Trust. Pivotal to the province's strategy to provide better opportunities for young people is a network of community action groups called Youth Trust.

These community groups bring together key players from business, labour, social services, volunteer groups and municipal government. Together they develop and implement plans of action to reduce unemployment among the youth of their communities. The Office of the Ontario Youth Commissioner is helping communities establish Youth Trusts throughout the province.

Members of a Youth Trust focus their attention on hard-to-employ young people; those aged 15 to 24 who are out of school and out of work. In good economic times and bad, they have the hardest time finding and holding a job.

Youth Trust is part of Ontario Youth Opportunities – a three year, \$450 million government commitment to increase youth training and employment.

What a Youth Trust Does

To expand the opportunities for these young people, a Youth Trust examines the youth employment situation as it affects an individual town or city or district and develops a plan of action. This plan takes into account existing community resources and government programs. Because diverse interests work together on a Youth Trust, it is possible to identify readily the gaps and overlaps in a community's services for youth.

A Youth Trust also speaks as a unified voice on behalf of youth to business, urging them to supply training positions and to open their operations to tours and job placements.

A Youth Trust may be more successful in raising funds for youth employment projects because it is one group asking for support, instead of many.

Another important task of a Youth Trust is to heighten public awareness of the problems facing young people today, and to generate wide support for youth employment programs.



Finally, a Youth Trust gives a community a direct line to government decision-makers through the Ontario Youth Commissioner's Office. The Youth Commissioner relies on feedback from these local groups to help the government assess the effectiveness of programs for unemployed young people.

How to Form a Youth Trust

Take the First Step – To establish a Youth Trust, the first step is to contact the Office of the Ontario Youth Commissioner at (416) 965-5722. A representative will be assigned to your community. With your co-operation an orientation meeting can be organized with key players in your community – those from industry, business, labour, education, social services, municipal governments, and community groups.

The Commissioner's representative will attend the meeting and outline the purpose of a Youth Trust and how it can benefit the young people of your community.

From this preliminary meeting a working group can be established that will begin to flesh out the structure, with assistance from the Commissioner's representative.

Community Support is Fundamental – To be officially recognized by the Ontario Government as a Youth Trust, certain criteria must be met. The newly-formed group must have broad representation from its community with its members drawn from local employers, the Chamber of Commerce or Board of Trade, labour unions, the local community college, the board of education, the Canada Employment Centre, the Youth Employment Counselling Centre, municipal government and other groups concerned with youth employment.

The group should appoint a chairman and a treasurer. The treasurer should be from the local Chamber of Commerce or other non-profit business group.

Building on Local Strengths – In communities where a group similar to Youth Trust already exists, this established group could well be recognized as a Youth Trust, provided, of course, that it meets the criteria. It could well be, too, that a community has several established groups which could come together to form a Youth Trust. It must be autonomous within the community and accountable only to its participating members.

A Youth Trust cannot be a sub-committee of a public or private organization. There can be only one Youth Trust in each community.

Joining the Youth Trust Network – Once a group meets the criteria, the Youth Commissioner's representative will help the Youth Trust submit a request for recognition.

The Ontario Youth Commissioner will then prepare a letter of agreement outlining the terms of reference for the new Youth Trust. This letter of agreement will be co-signed by the Ontario Youth Commissioner and the chairman of the Youth Trust.

In June 1984, Ken Dryden was appointed Ontario's first Youth Commissioner.

Role of the Ontario Youth Commissioner

Co-ordination – The Ontario Youth Commissioner reviews and co-ordinates the province's employment and training programs for youth aged 15 to 24, including Youth Works, Youth Corps, Youth Start and other Ontario Youth Opportunities programs.

Community Action – The Youth Commissioner is also responsible for organizing a network of Youth Trusts across the province with the purpose of stimulating community action for youth employment.

Special Community Projects – The Office of the Youth Commissioner also administers the Youth Trust Fund which provides funding to organizations in Ontario for exceptional demonstration and community projects.

The demonstration projects would be those aimed at filling the special needs of youth not fully served by existing programs or contributing significantly to improving existing youth employment programs. The community projects would be those which provide youth services not already in existence and for which no other funding is available.

Help to Get Started

The Youth Trust Fund also has limited resources to cover start-up costs for Youth Trusts. Youth Trusts are encouraged to seek financial support from within their own community. However, the Youth Trust Fund provides financial support for incidental expenditures such as mailings or secretarial services when other support is not available. The limit per community is \$5,000 per year. Allocations from the Youth Trust Fund are approved by the Ontario Youth Commissioner.

For more information on establishing a Youth Trust, contact the Office of the Youth Commissioner directly at **416 965-5722**. Or call the Youth Hotline **1-800-263-7777** toll-free from anywhere in Ontario.

For more information
call the Youth Hotline

1-800-263-7777

Toll-free from anywhere in Ontario



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Treasurer and Chairman
of the Board of
Industrial Leadership
and Development

Ken Dryden,
Ontario Youth
Commissioner



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**Our Investment
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Youth Tourism

Ontario Youth Tourism

Training and Experience for Careers in Tourism

Tourism in Ontario is a \$6.7-billion industry serving 109-million customers and generating more than 370,000 person-years of employment annually. The long-term outlook is that tourism will become an increasingly important job creator in the future. But to ensure this potential, it will need a labour force that is steadily expanding and well trained.

Ontario Youth Tourism is a new program designed to meet the needs of both youth and employers. Career-minded young people gain a solid grounding in the basics of the industry – training that could open doors to a life's work. Employers gain competent, reliable employees. And tourism as a whole builds a stronger human resource base.

The new program combines classroom education and on-the-job training through an innovative partnership between government and business. The province has committed \$1.7 million to support 2,500 new training positions under Youth Tourism over the next two years. The program is a part of Ontario Youth Opportunities – a three-year, \$450-million government commitment to increase youth training and employment.

Youth Tourism is operated through Ontario's colleges of applied arts and technology and the Ministry of Colleges and Universities. These local colleges are accessible to employers and young people throughout Ontario. Many already have well-established tourism and hospitality programs.

The new program is specially tailored to the needs of the province's tourist operations. It was developed in co-operation with Tourism Ontario, an umbrella federation of more than 7,000 tourist and travel enterprises.

How the Program Works

Youth Tourism Offers:

- **Pre-employment training** for two weeks at a college of applied arts and technology with an allowance of \$200 provided by the Ontario government on completion of the course;
- **Employment training and on-the-job experience** for up to 16 weeks in a tourist operation with a \$100-a-week training allowance paid by the employer; and
- **Bursaries** of up to \$1,200 for promising graduates of the program to pursue full-time post-secondary studies in tourism, with the cost of the awards shared by the government and the employer.

The program was launched in the fall of 1984 and operates year-round.

Eligible Employers

Youth Tourism is open to all tourist establishments outside the boundaries of major urban areas (Metropolitan Toronto, Ottawa and London). Resorts, hotels, motels, lodges, fishing and hunting camps, restaurants, marinas, skiing facilities and amusement parks are among the eligible tourist enterprises.



Eligible Youths

To qualify for the program, applicants must:

- be 15 to 24 years of age, inclusive;
- be out of school at least three months and looking for full-time work;
- not have significant experience in the occupation they are training for – no more than four weeks in the last two years; and
- not have completed a program of studies in a tourism-related occupation.

Pre-Employment Training

The program begins with a two-week course of instruction at a college of applied arts and technology. The college pays the young person a training allowance of \$200 when the course is completed.

Participants learn the fundamentals of hospitality and gain useful skills. The curriculum covers, among other things, food and beverage service, food preparation methods, liability and security, and front-desk duties.

The course can be tailored to the special needs of individual employers. When employers refer enough participants requiring training in particular skills – housekeeping or kitchen duties, for example – the course can be modified. Highly specialized skills, however, such as ski-tow operation, should be taught on the job.

The classroom instruction encourages positive work attitudes by stressing employer expectations, dress and deportment, punctuality and attendance. On completing the course, the employee may earn a certificate from the college and is ready for work, saving the employer substantial training costs.

On-the-Job Training

After classroom instruction comes on-the-job training – for between eight and 16 weeks – with a tourist operator. The training allowance remains \$100 a week, but is now paid by the employer.

Jobs should be designed to help the young person prepare for a future in the tourism industry. The employer is expected to give the trainee a chance to develop skills that open doors to employment opportunities. Only new and vacant positions qualify. Trainees under Youth Tourism cannot displace regular staff.

The training allowance is calculated on the basis of \$2.50 per hour for an average 40 hours per week and can be paid on the employer's regular payroll schedule. Employees must receive \$100 a week even if fewer than 40 hours are worked. Trainees remaining on staff after the training period ends must be paid at least the provincial minimum wage.

Training consultants from the college monitor the employment training and are available to counsel employers and employees throughout the training period.

Bursaries

After on-the-job training, Youth Tourism participants who plan to enrol in post-secondary tourism-related studies may be nominated for a bursary by the training employer.

The bursaries, valued at up to \$1,200, are important stepping-stones to tourism careers for 100 recipients each year. The costs of the awards are split between the province and the sponsoring employer.

How to Apply

To participate, tourist operators and young people should apply to the Youth Tourism co-ordinator at the nearest college of applied arts and technology. Youths who have found a position they want should ask their prospective employer to contact the co-ordinator.

Employers may recommend eligible candidates for the program and these referrals get priority over other applications. In most cases, those who are referred by employers will complete the two-week in-school course before starting their employment training.

Special classes may be organized for sponsoring employers planning to hire groups of 15 or 20 young people at a time. Classes are scheduled to coincide with peak hiring periods and reflect local demand.

The application process has been streamlined to reduce paperwork. The employer need only agree to the terms of the program and sign a joint agreement with the college and the trainee.

Further Information

For more information about Youth Tourism, employers and young people should contact the Youth Tourism co-ordinator at a participating college of applied arts and technology.

Or call the Youth Hotline

1-800-263-7777

toll-free from anywhere in Ontario

For more information,
call the Youth Hotline:

1-800-263-7777

Toll-free from anywhere in Ontario



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Reuben Baetz,
Minister of Tourism
and Recreation

Bette Stephenson,
Minister of Colleges
and Universities





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**Our Investment
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Youth Works

Youth Works

Wage Subsidies for Businesses and Community Groups

People are an employer's most valuable asset. But the hiring and training of young, untried workers costs money.

This poses a real problem for today's unemployed youth. Lacking experience, they can't get a job. And without a job, they can't get the experience they need.

Through Youth Works, the Ontario government offers wage subsidies to businesses and community groups to help offset some of the costs of taking on inexperienced young people. This creates a real incentive to hire and develop new staff.

By the end of the project, the employer has a trained worker ready for productive employment, and the youth has gained solid experience and skills – the basis for productive employment.

Young people who have the hardest time finding jobs get a higher level of subsidy under Youth Works. This is provided through Ontario's Youth Employment Counselling Centres which match young people with suitable employers and provide intensive counselling to increase their chances of success on the job.

But in today's job market, even youth with Grade 12 education or more can have problems finding permanent employment. Here, partial wage subsidies from Youth Works help give them a boost to the first rung on the career ladder.

The program is part of Ontario Youth Opportunities – a three-year, \$450-million commitment by the Ontario government to increase youth training and employment.

How the Program Works

Youth Works offers a variable wage subsidy which gives the most support to young people having the hardest time finding and keeping a job. There are two levels of assistance:

- **A subsidy of \$4 per hour**, Ontario's minimum wage, for hiring unemployed youths with less than Grade 12 education, little job experience or other disadvantages. This subsidy is available for both full- and part-time employment and is administered through Youth Employment Counselling Centres.
- **A subsidy of \$2.50 per hour** for hiring youths who are out of school and having trouble finding permanent employment or starting a career. Employers apply directly to the Ontario government for this subsidy (Page 4).



Full Subsidy \$4 an Hour

Through Youth Works, \$11.5 million has been allocated to Youth Employment Counselling Centres this year to create 3,000 jobs. Applications are accepted year-round by centres as long as funds last. There will be new funding next year to help create more jobs.

Eligible Youths

To qualify for the \$4-per-hour subsidy, young people must be:

- aged 15 to 24 (although 15-year-olds will need a signed release from their school principal and must have a specific job to go to);
- out of school and unemployed for at least 12 weeks;
- Ontario residents and eligible to work in Canada;
- considered by a youth employment counsellor to have special problems – for example, little or no work experience, less than Grade 12 education, physical or mental disability, trouble with the law, or on social assistance.

Eligible Employers

Private-sector employers and non-profit community groups may apply for the full minimum wage subsidy. Almost any kind of work qualifies – for example, cook, file clerk, mechanic, printing apprentice, shipper or technical assistant.

The position must provide on-the-job experience that may lead to regular employment when the subsidy ends. The goal is to give young men and women new skills and a chance at a steady job.

Positions must not take work away from regular employees. Temporary jobs are also excluded.

Most of the subsidized positions are aimed at the private sector, especially small business and industry. The

remaining assistance goes to non-profit community employers such as the Red Cross, Meals on Wheels and community information centres.

Part-Time Employment

Part-time work can offer many young people in financial need the income to stay in school or return to school. It can give them chances to learn new skills for full-time employment. It is also a way for single parents and others to gain more experience.

Youth Works offers subsidies for part-time positions through Youth Employment Counselling Centres. There has been \$1 million of its \$11.5 million budget earmarked for part-time employment.

Subsidies

The full \$4 subsidy is offered for:

- up to 26 weeks of full-time employment;
- up to 32 weeks of part-time employment (maximum 20 hours a week).

It is paid directly to the employee by the Youth Employment Counselling Centre, an arrangement that saves the employer administrative costs. The employer is *not* free to pay the employee more than the minimum wage while the subsidy is running.

How Employers Apply

The application has been kept as easy as possible. No approvals from Queen's Park are necessary.

Employers tell the centre what kind of workers they need. Young people, counselled, assessed and matched to employer specifications, are then sent for interviews. Often, centres approach employers about hiring a particular individual.

The employer hires the workers of his or her choice and signs a simple contract with the centre outlining job duties, duration of the position and future opportunities.

The whole process usually takes just a few days, provided the centre has the right young person on file to meet the employer's requirements.

How Youths Apply

Young people may be referred to a Youth Employment Counselling Centre by a school, social agency or community group. Or they can visit a centre themselves. This is the first step toward qualifying for a Youth Works position.

A counsellor at the centre assesses their skills, job readiness, and aptitudes. Counsellors teach them how to look for work, how to fill out application forms, write resumes, handle interviews.

The pre-employment sessions stress positive work attitudes – the importance, for example, of being punctual and businesslike. The counsellor and clients then discuss available positions and they are sent to job interviews.

Follow Up

Follow-up is important to ensure that young workers progress as expected. The employment counsellor continues to advise the young person during the placement period and the employer is expected to keep in regular touch with the centre. In the rare event difficulties can't be ironed out, the contract may be cancelled.

Further Information

For more information on Youth Works, employers and young people can contact their local Youth Employment Counselling Centre. The centres are listed at the end of this brochure.

Partial Subsidy \$2.50 an Hour

Youth Works has also budgeted a further \$10 million this year for wage subsidies of \$2.50 per hour to help create jobs for youths who are out of school and struggling to find career-oriented employment. A mail-in form makes application easy for employers.

Eligible Youths

To qualify for the \$2.50 subsidy, young people must be:

- aged 15 to 24;
- unemployed for at least 12 weeks;
- not closely related (spouse, offspring, brother or sister) to the employer or to any director or officer of the employer.

Eligible Employers

Private-sector employers, municipalities and non-profit groups can apply for the \$2.50 subsidy.

The job must be in addition to normal hiring needs, and one that would not have existed without program funding. The subsidized employment must not take work away from regular staff.

Each job must provide at least 25 hours work per week for at least 20 consecutive weeks. Several factors are considered when approving applications – the job skills to be learned, the possibility of permanent employment at the end of the subsidy, and the level of unemployment in the area where the job is located.

Subsidy

The \$2.50 subsidy is payable for between 20 and 26 weeks, to a maximum of \$100 per week.

The employer must increase this to at least the minimum wage of \$4 per hour and pay benefits in accordance with the Employment Standards Act. The employee receives the full wage from the employer who recoups the subsidy from the government.

How Employers Apply

Employers can get application forms from the Youth Works program office (Page 5). Since approval isn't automatic, employers must not hire until officially notified that their application has been approved. Applications will be processed on a first-come, first-served basis.

Hiring Employees

The employer can start hiring eligible employees once he or she has received written approval.

It is up to the employer to make sure young people meet the eligibility criteria



outlined above. As proof of unemployment, the employer can ask the candidate for one of the following:

- a UIC warrant stub;
- endorsement from a Youth Employment Counselling Centre or a Canada Employment Centre that the youth has been unemployed for at least 12 weeks;
- other suitable legal proof.

Claiming Reimbursement

Claim forms are submitted for payment when the subsidy is over. Interim payment can be made after 10 consecutive weeks of employment. Employers are expected to keep proper records for audit purposes.

How Youths Apply

Young people looking for jobs at the \$2.50 subsidy level should first determine if they're eligible. They can then contact local employers in their area and let them know about the program and the subsidy.

Further Information

For information and application forms, write:

Youth Works
12th Floor
777 Bay Street
Toronto, Ontario
M5G 2E5
Or, in Toronto call
585-7399.

Outside Toronto, call toll-free,
1-800-387-1290

Or call the Youth Hotline

1-800-263-7777

toll-free from anywhere in Ontario

Youth Employment Counselling Centres

For more information on Youth Works, employers and young people can contact their local Youth Employment Counselling Centre.

Northern Ontario

Tri-Municipal Youth Employment Services

100 Main Street South, Third Floor
Kenora, Ontario P9N 1S9
Telephone: 807 468-5926

Nipissing District Youth Employment Service

149 Main Street East, Suite 201
North Bay, Ontario P1B 2T6
Telephone: 705 476-3234

Parry Sound Youth Employment Service

23 James Street, Suite 201
Parry Sound, Ontario P2A 1T4
Telephone: 705 746-9341

Youth Employment Service

195 Cumberland North
Thunder Bay, Ontario P7A 4N2
Telephone: 807 345-9022

"Y" Youth Employment Services

Sponsored by:
YMCA of Sault Ste. Marie
235 McNabb Street,
Sault Ste. Marie, Ontario P6B 1Y3
Telephone: 705 949-3133

Services à La Jeunesse de Hearst, Inc.

C.P. 2428
Hearst, Ontario P0L 1N0
Telephone: 705 362-5284

Eastern Ontario

Brockville and Area
Youth Employment Counselling Centre
32 Wall Street

Brockville, Ontario K6V 5V8
Telephone: 613 345-3792

Action-Consultation-Emploi (A.C.E.)

103 Main Street East
Hawkesbury, Ontario K6A 1A1
Telephone: 613 632-0179

Kingston Youth Employment Service

162 Wellington Street
Kingston, Ontario K7L 3E2
Telephone: 613 546-5559

Youth Employment Services – Nepean

1478 Merivale Road
Nepean, Ontario K2P 0E1
Telephone: 613 727-5400

Youth Employment Assistance Program

386 Bank Street
Ottawa, Ontario K2P 1Y4
Telephone: 613 230-7887

Central Ontario

Brampton Youth Employment Centre
10 Queen Street East
Brampton, Ontario L6V 1A2
Telephone: 416 459-2205

Brantford and Brant County
Youth Employment Counselling Centre
115 Colborne Street
Brantford, Ontario N3T 5M3
Telephone: 519 753-8481; 753-3171

Youth Employment Service –
Waterloo Region
120 Main Street, Unit 3
Cambridge, Ontario N1R 1V7
Telephone: 519 653-4778

Second Chance Youth Employment
Centre
177 Norfolk Street
Guelph, Ontario N1H 3X0
Telephone: 519 823-2440

Hamilton-Wentworth Youth
Employment Centre
33 Bold Street
Hamilton, Ontario L8D 1T3
Telephone: 416 522-4902

Lutherwood Youth Employment
Counselling
682 King Street West
Kitchener, Ontario N2C 1E2
Telephone: 519 743-2460

Mississauga Area Youth
Employment Services
93 Dundas Street East
Mississauga, Ontario L5A 1W7
Telephone: 416 276-9322

Niagara Falls Youth Employment
Counselling Centre
5166 Victoria Avenue
Niagara Falls, Ontario L2E 4E3
Telephone: 416 357-4422

John Howard Society
Youth and Community Employment
Program
94 Bruce Street, P.O. Box 951
Oshawa, Ontario L1H 7N1
Telephone: 416 579-8482

E.P.Y.C. Centre
610 Parkhill Road West
Peterborough, Ontario K9J 6N6
Telephone: 705 748-9110

Durham Region Youth Employment
Services
1400 Bayly Street, Suite 16B
Pickering, Ontario L1V 1G7
Telephone: 416 427-7670; 427-7894

York Region Youth Employment Services
83 Dunlop Street
Richmond Hill, Ontario L4C 2M6
Telephone: 416 773-6589

St. Catharines Youth and
Community Employment Program
127 Church Street
St. Catharines, Ontario L2R 3E2
Telephone: 416 682-2657

Metro Toronto

North York Youth Employment
Services
10 Turf Grassway, Unit 106
Downsview, Ontario M3N 2X6
Telephone: 416 746-3992

Etobicoke Youth Employment Services
1111 Albion Road, Suite 204
Rexdale, Ontario M9V 1A9
Telephone: 416 741-4611

Scarborough Area Youth
Employment Services
3150 Eglinton Avenue East
Scarborough, Ontario M1J 2H2
Telephone: 416 264-3208

Parachute Youth Employment Centre
44 Blevins Place
Toronto, Ontario M5A 3M6
Telephone: 416 363-1689

St. Stephen's Youth Employment
Program
799B College Street
Toronto, Ontario M6G 1C7
Telephone: 416 531-4631

COSTI-IIAS' C.Y.C.L.E.
1692 Eglinton Avenue West
Toronto, Ontario M6E 2H5
Telephone: 416 782-1155



Metro Toronto John Howard Society
Youth and Community Employment
Program
168 Isabella Street
Toronto, Ontario M4Y 1P5
Telephone: 416 925-4386

Youth Employment Services
27 Maud Street
Toronto, Ontario M5V 2M6
Telephone: 416 366-2516

WoodGreen Employment Counselling
Centre
835 Queen Street East
Toronto, Ontario M4M 1H9
Telephone: 416 469-5211

Peanut Employment Program for Youth
3002A Don Mills Road East
Willowdale, Ontario M2J 3C1
Telephone: 416 491-7000

C.A.W.L. Youth Employment
Counselling Centre
Sponsored by:
The Centre for Advancement in Work
and Living (C.A.W.L.)
45 Chauncey Avenue
Toronto, Ontario M8Z 2Z2
Telephone: 416 231-2295

COSTI-IIAS' C.Y.C.L.E./Steeles
Sponsored by:
COSTI-IIAS Immigrant Services
76 Orfus Road
Toronto, Ontario M6A 1L9
Telephone: 416 789-7925

L.E.F. Centre for Unemployed Youth
Sponsored by:
Learning Enrichment Foundation (L.E.F.)
1100 Briar Hill Avenue
Toronto, Ontario M6B 1M7
Telephone: 416 783-3610

Southwestern Ontario

Chatham-Kent
Youth Employment Counselling Centre
48 Fifth Street, Suite 310
Chatham, Ontario N7M 4V8
Telephone: 519 351-2590

Youth Opportunities Unlimited
388 Dundas Street
London, Ontario N6B 1V7
Telephone: 519 433-0240

Grey-Bruce Youth Employment Service
1051-2nd Avenue East
Owen Sound, Ontario N4K 2H8
Telephone: 519 371-9222

Youth Employment Counselling Centre
1291 Ouellette Avenue
Windsor, Ontario N8X 1J3
Telephone: 519 972-2724

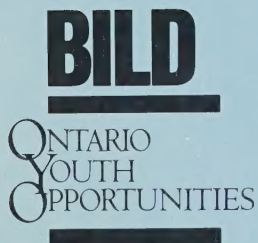
Oxford Youth Employment Service
524 Dundas Street, 2nd Floor
Woodstock, Ontario N4S 1C5
Telephone: 519 539-5655

Tillsonburg & District Multi-Service
Centre
185 Rolph Street
Tillsonburg, Ontario N4G 3Y9
Telephone: 519 842-3104

For more information
call the Youth Hotline

1-800-263-7777

Toll-free from anywhere in Ontario



Larry Grossman,
Treasurer and Chairman
of the Board of
Industrial Leadership
and Development

Ken Dryden,
Ontario Youth
Commissioner

Gordon Dean,
Provincial Secretary
for Social Development



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CALL TOLL FREE
1-800-263-7777

